

ADMINISTRATIVE - INTERNAL USE ONLY

7 OCT 1982

MEMORANDUM FOR THE RECORD

SUBJECT: Architect-Engineer Contract for Design of the Proposed
New Building on Headquarters Compound

1. The following paragraphs clarify questions in project scope as discussed via telephone on 4 October 1982 with Everett Medling, Smith, Hinchman & Grylls (SH&G); [] Chief, Building Planning Staff, Office of Logistics (C/BPS/OL); and [] BPS/OL.

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2. Delivery of new price proposal will be made no later than the morning of 12 October 1982.

3. Complete replacement of all equipment in the power house is not a project requirement.

4. Security Requirements:

- a. Physical modifications are required to meet the Government's requirements.
- b. Alarm monitoring from ADT is not required.
- c. Effort to prepare an SH&G security procedures handbook should be retained.
- d. Security processing of all project personnel is required.
- e. Document control can be reduced since all project team members will be cleared.
- f. Contract maintenance work force can be cleared or escorted.
- g. Subdivision of second floor project area is acceptable if partitions bounding project area are floor to ceiling with wire mesh above the ceiling.

5. Remote station in Langley for Computer Graphics:

- a. Support and maintenance of remote station should be included in SH&G proposal.

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- b. Material supplies for remote station shall be provided by the Government.
 - c. Commo link from Detroit to Langley shall be provided by the Government.
6. Office Layout:
- a. Furniture itemization and specification are not required.
 - b. SH&G shall develop typical workstations and template to total new facility.
 - c. Mechanical and electrical design for fit-up can be accomplished in Detroit.
7. Weekly schedules can be delivered by mail.
8. Progress meetings will rotate between Detroit and Langley.
9. Travel during construction will be proposed as an allowance.



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Building Planning Staff, OL

Distribution:

- Orig - OL/BPS (Official)
- 1 - D/L
- 1 - Contracting Officer
- 1 -  L&PLD/OGC

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OL/BPS/ (6 Oct 82)

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